

Browne Fund Application Process:

A key objective of the Browne Fund staff is to make the application process simple and streamlined. There is a procedure to be followed, which ensures that both the goals of the community and the terms of Edward Ingersoll Browne's will be met, and that the resulting projects meet the highest aesthetic standards.

After the application has been filled out by the individuals or groups applying for the funds, but before the formal process is undertaken, Browne Fund staffers conduct an informal site visit, to see the location first-hand, hear community members and determine the scope of the project.

The following milestones represent the major steps in the creation, acceptance, and execution of a community proposal.

1. **The Pre-Committee Meeting:** The Browne Fund staff meets with the applicants, usually members of a local community group. The purpose of the meeting is to listen to the applicants, determine if their project falls within Browne fund guidelines, and advise the applicants to what they will need to submit their proposal to the Browne Fund Committee.
2. **Presentation of the Browne Fund Committee:** Some projects are advanced enough in concept that they go straight to the next step. Others may require a design development cycle. Since many Browne Fund projects include elements of artwork, landscaping, and maintenance, and Committee includes representatives from various disciplines and city agencies.

The Committee, established by City Ordinance, exists to ensure that the process of creating pleasing spaces also adheres to high aesthetic standards. The Committee consists of representatives of the Boston Society of Landscape Architects, the Boston Art Commission, the Commissioners of Public Works and Parks and Recreation, Transportation Department, and Browne Fund staff.

3. **Presentation to the Browne Fund Commission:** The staff of the Browne Fund presents the candidate's proposals to commissioners Mayor Thomas M. Menino, the Chairman, Albert O'Neil, Vice Chairman, and Edward J. Collins, Jr., Custodian of the Browne Fund.
4. **Proposal to the City Council:** A hearing is held in order to appropriate funds for Browne Fund projects. Community members and the Browne Fund staff present projects to the City Council. If the project is approved, an Appropriation order is written, releasing funds for the construction of the project.

The Browne Fund Proposal to use trust fund income

Name of proposed project

Site of proposed project

Owner of site

Legal address of owner - Street City State Zip Code

Organization applying for funding of proposed project

Address - Street City State Zip Code

Contact name Phone number

Please attach cost breakdown and proposed project description.

Total estimated cost Number of attachments

Has the organization been responsible for previous Browne Fund projects? ____Yes ____No

If yes, please list

Certification of acceptance of requirement for funding

To the Trustees of the Browne Fund Commission: I certify that I have read and understand fully the requirements for consideration of funding for the Browne Fund. I certify that I am authorized to accept the conditions that are attached to receiving and utilizing these monies. I certify that I accept these conditions fully

Notary Public Signature and title

Address - Street City State Zip Code